

LVPOA Job Description

Position Title: Park Ranger

Purpose of this job: The main responsibility of a Park Ranger is to provide services for our members, monitor use of LVPOA facilities, and enforce rules and policies. Rangers must have strong communication and customer service skills and be physically fit. Rangers work outdoors and patrol campgrounds, parks, playgrounds, picnic areas, marinas, tennis/basketball courts, and indoor meeting and workout facilities. They must be able to understand and retain rules and follow enforcement procedures while still maintaining good member relations. Park Rangers are not law enforcement agents but work closely with the Lago Vista Police Department for enforcement of laws and City of Lago Vista ordinances. Rangers also work with the local Fire Department and LCRA to assist with enforcing regulations of those governing entities.

Park Rangers Report to the Ranger Manager of the LVPOA

Essential Duties	Marginal Duties
1. Controls access to LVPOA facilities by unauthorized persons and identifies trespassers.	1. Performs minor trash pickup on daily basis and as needed.
2. Communicates LVPOA rules and policies to members and their guests.	2. Assist with facility set up and break down.
3. Answers members' questions and assists them with use of LVPOA facilities as needed and appropriate.	3. Assist with member events.
4. Maintains order in LVPOA parks and facilities and ensures that POA rules are followed.	4. Assist with entrance gate issues as needed and directed.
5. Writes citations for rule violations.	
6. Issues guest passes.	
7. Documents rule violations, property damage and other incidents and gathers all necessary documentation and evidence for follow-up with the Ranger Manager.	
8. Performs check in and check out procedures with members, clubs and organizations who have reserved LVPOA facilities.	
9. Performs check in and check out procedures for campground guests.	
10. Identifies and reports facility repair and maintenance needs.	

Knowledge, Skills and Abilities

Knowledge of:

LVPOA rules and policies.
Addresses of LVPOA properties and contact phone numbers.

Ability to:

Verify POA membership.
Communicate and encourage compliance of POA rules.
Remain outdoors in warm/hot weather.
Work a variable schedule, nights, weekends and holidays.
Operate a mobile phone.
Resolve immediate problems and diffuse heated situations.

Skill in:

Evaluate weather conditions and make appropriate decision regarding safety of members.
Providing excellent customer service.
Problem Resolution.

Education requirements:

High School or equivalent

LVPOA Classification: Part Time

Physical requirements include, but are not limited to, the ability to:

Stand	Drive vehicle (clean driving record required)
Sit	Use office equipment and phones
Kneel	Use personal computer
Walk	Stoop, bend
Hear, Listen	Pick up, lift
Talk	Pull, push
Write	Understanding others
See	Climb ladders and work at moderate heights

Working Conditions:

- Work outdoors between the hours of 8:00 am and 12:30 am, seven days a week including holidays.
- May be exposed to temperature and weather extremes.
- Work with customers, members or the public who can be angry, under the influence of alcohol, or have complaints.
- Work in an unsupervised setting, requiring use of independent judgment to solve problems

My Signature below verifies that I have read and understand the above job description, and have been given a copy of this document for my records. I understand that a job description is not a contract for employment, and only generally outlines the typical duties and requirements of my position. I understand additional duties may be added to my job by my employer.

Signature Date Employee

Signature Date Supervisor